



City of Sumter

822 West Liberty, Sumter, South Carolina 29151 * 1-800-688-4748 * 1-803-436-2640 * Fax: 1-803-436-2652

SWAN LAKE-IRIS GARDENS **HEATH PAVILION RESERVATION**

The City of Sumter welcomes you to Swan Lake-Iris Gardens. The Heath Pavilion is available for the public to enjoy. In reserving the pavilion, the following conditions must be agreed upon:

- All outdoor cooking equipment requires prior permission and will be used in designated areas **ONLY**.
- Picnic tables under the pavilion will **NOT** be moved except by prior arrangement, and then **only** by parks staff.
- The pavilion and surrounding area will be left clean as found.
- **All** trash will be put in the garden roll-a-way carts located outside of the pavilion.
- Curtains may **NOT** be raised or lowered except by parks staff.
- Kitchen area will be left clean and free of debris.
- Inflatables are **NOT** allowed. Recreational equipment must have prior approval.
- Rental Hours begin when set up begins and run continuously until pavilion is completely vacated. The pavilion and premises are to be cleared no later than 12:00 midnight.
- Tape, ribbon or soft wire may be used in decorating and must be removed prior to departing. **TACKS, STAPLES OR NAILS ARE NOT ALLOWED.** All candles must be contained, no open flames.
- **NO ALCOHOLIC BEVERAGES ALLOWED WITHOUT PRIOR APPROVAL.** Alcohol use must be confined to immediate area, and is not permitted outside the gates.
- Picking of vegetation, including flowers, is **NOT** allowed. **NO** pets, bicycles, fireworks, and fishing.
- Four (4) adult chaperones are required for all events given for teenagers.
- Live entertainment is **NOT** permitted without prior permission. Groups using amplification will take into consideration the volume used due to surrounding residential areas.
- **A deposit must be made to secure a date for the event.** If the event is cancelled, a two week notice is required and the deposit is non-refundable; however, one other date can be chosen at the time of cancellation for another date to be utilized within sixty (60) days from date of cancellation based on availability.
- Parking is available in the lot located at the end of Garden Street behind the Heath Pavilion. Loading and unloading is allowed at the end of Garden Street. **Parking is NOT permitted along Garden Street or in the parking lot of Swan Lake Apartments. VIOLATORS WILL BE TOWED AT OWNER'S EXPENSE!**
- The City is not responsible for items left after an event.
- **Lessee of the pavilion is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.**

HEATH FEE SCHEDULE:

Day: 9am – 5pm, Monday-Thursday

*Entire facility including kitchen \$40.00 per hour

Evening: 5pm – 12 midnight – Entire facility including kitchen

*Monday – Thursday \$50.00 per hour

*Fridays, weekends & holidays \$60.00 per hour
(4 hours minimum)

Table removal:

*10 tables or less 1 hour rental fee

*All tables removed (depending on availability) 2 hour rental fee

A Deposit of \$100 is required for all events. The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event date or subject to cancellation. Payment must be cash or credit card if scheduling and paying for an event in less than two weeks of event date.

Make checks payable to: City of Sumter.

*Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be **cash** or **credit** and will include the returned check fee.*

REQUEST FOR RESERVATION:

Day:

Monday – Thursday:

_____ Hours @ \$40.00 per hour \$ _____ +\$100. Deposit

Evening:

Monday – Thursday:

_____ Hours @ \$50.00 per hour \$ _____ + \$100. Deposit

Fridays, weekends & holidays:

(4 hours minimum)

_____ Hours @ \$60.00 per hour \$ _____ + \$100. Deposit

Tables:

_____ 10 tables or less _____ All tables removed

Event hours: _____ -- _____ Total cost for this reservation: \$ _____
Begin End

Event date: _____ Payment due date: _____

Will you need prior permission for any of the following?

_____ Outdoor cooking equipment _____ Alcohol

_____ Use of Pull Down Curtains _____ Live Entertainment

RENTAL APPLICATION

(Heath Pavilion)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____

Event Date Requested: _____

Name of Organization: _____

Organization Day Phone: _____

Name of Person Responsible for Use: _____

Address: _____

Day Phone: _____

Night Phone: _____

Name of Party Responsible for Payment (if same as above, please write same): _____

Name: _____

Address: _____

Phone: _____

Type of Event/Program: _____

Number of people: _____ Event Coordinator: _____

Give Purpose of Use: (Full Details): _____
